



# 2006-2007 School Budget - Charter

Electronic Files

What to return to the Idaho  
Department of Education



# What to send to Idaho Department of Education IF ELECTRONIC

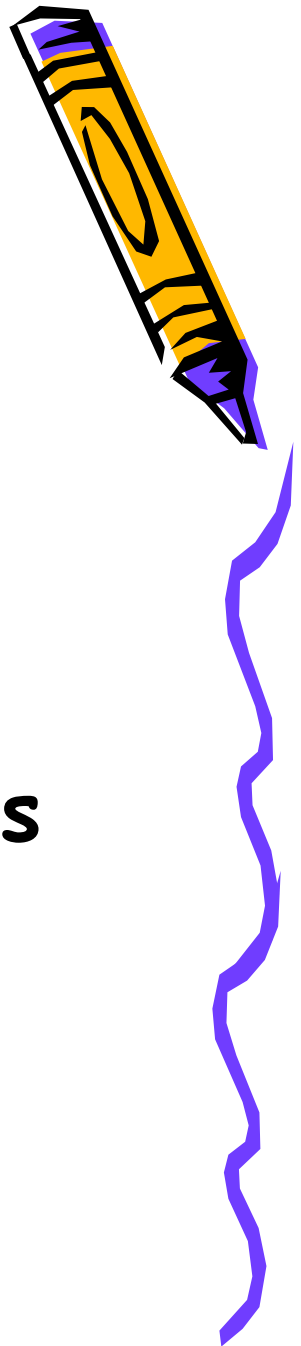


- ✓ Mail or fax
  - Signed Certification page
- ✓ Email, diskette or cd
  - Budget Pages - Revenues and Expenses
  - All Funds
  - All Other Supporting Pages as required .



# Detailed Listing

- Revenues
- Expenditures
- Summary Statement; All Funds
- Estimating M & O State Revenues



# Criteria of electronic files



- ✓ Must be the complete budget (all funds) as approved by your Board of Trustees.
- ✓ Must conform to the IFARMS codes
- ✓ Must conform to Budget format provided by sde
- ✓ Excel format appreciated



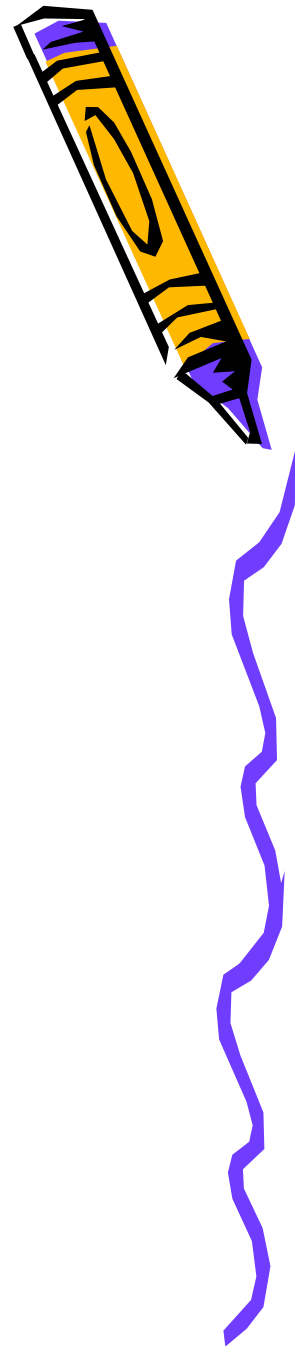
# Timeline Relating To Budgets



- No later than 28 days prior to the annual meeting -
  - Must **Prepare a Budget**
  - Must have a **Public Hearing**
- At the public hearing, or at special meeting no later than 14 days after
  - Must **Adopt Budget**
- Annual Meeting - regular July meeting
- Submit signed copy to State
  - Signed by Superintendent/Charter Administrator and Chairperson of the Board of Trustees
  - Due no later than 21 days after budget is adopted



# Questions??



- **Contact**

- Myrna Holgate
- Idaho Department of Education
- Public School Finance
- 208-332-6845
- Email - [mlholgate@sde.idaho.gov](mailto:mlholgate@sde.idaho.gov)

